

# GENERAL INFORMATION AND INSTRUCTIONS

## INTRODUCTION

This application kit includes forms, information, and instructions needed by applicants in applying for ACF grants. This kit, which was designed to be used with program-specific information and guidance provided in the relevant program announcement, is organized as follows:

- General Information and Instructions (this section)
- Standard Application Forms with instructions
- ACF Uniform Project Description
- Certifications, Disclosures, and Assurances
- Applicant's Checklist

## COMPLETING THE APPLICATION

In preparing the application, use standard English language and avoid jargon. For the project description, type using black print no smaller than 12 pitch or 12 point size. Do not exceed any page limitations and abide by any additional formatting requirements set forth in the relevant program announcement. Instructions for completing the forms are found either on the reverse sides of the forms or on supplemental pages. Additional guidance might be provided in the program announcement. If more space is needed than is provided, use a blank sheet of paper to complete the item, using the identical format. Clearly identify the continuation page as such, and the information item(s) contained thereon, and attach the page after the appropriate page of the application. Computer-generated facsimiles may be substituted for any of the forms provided in this packet. Such substitute forms should be printed in black ink and must maintain the exact wording and format of the government-printed forms, including all captions and spacing. Any deviation may be grounds for ACF to reject the entire application.

*[Additional Note: For SF 424 item "Federal Identifier", you should cite the advance application number issued by the ACF program office sponsoring the competition (if applicable). If the applicant organization currently has a payment account with the Department of Health and Human Services, also cite the Payee EIN or PIN in the "Federal Identifier" block.]*

## ASSEMBLING

To facilitate review and processing of the application by the awarding office, all pages should be numbered and preceded by a table of contents. Assemble the application with the cover letter (if provided) on top followed by a table of contents, the SF 424 series forms, the program narrative, and any remaining documents. Completed applications should be signed and dated in ink by the authorized official of the applicant organization and duplicated in accord with applicable requirements. Unless otherwise stated in the program announcement, an original and two copies of the application should be provided.

Applicants are encouraged to use the least costly, but most effective method for binding and securing their application documents. For instance, use of a two-hole paper fastener with a slide lock compressor (2¾ inches between prongs) is a fairly inexpensive and effective way to bind up to 250 pages at the top center.

## APPLICATION SUBMISSION

Mail or hand deliver completed applications in accordance with the instructions provided in the relevant ACF program announcement.